

MEMORANDUM FOR: Colonel White

8 July 1953

SUBJECT : Staff Study on a Cost Accounting System for Printing
and Reproduction Division's [redacted]

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1. General Services Office proposes that a cost accounting system utilizing existing IBM facilities to reflect costs by type of work (i.e. photocopying, multilith, mimeograph, etc.) and by activity be developed and installed in the Printing and Reproduction Division's [redacted]. It is estimated that a satisfactory system would cost approximately \$10,500 per year which is approximately 1% of the total dollar value of the Division's production costs. GSO states that such an accounting system would furnish guidance to measure employee performance and produce accurate production records, both of which are considered essential to efficient and economical operation. GSO further proposes that its staff develop the cost accounting system and that cost figures be submitted monthly to the Comptroller.

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2. In view of the Comptroller's limited concurrence "Implementing procedures being reviewed by this Office before activation. This Office will be glad to furnish assistance in the planning of a cost system and in the preparation of the required procedures," it is recommended that installation of a cost accounting system in the Printing and Reproduction Division's [redacted] be approved subject to the following conditions:

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a. That GSO work with the Comptroller's Office in developing a cost accounting system and the preparation of required procedures.

b. That full approval by, and concurrence of, the Comptroller's Office be obtained on the proposed system.

c. That after all necessary details have been worked out, a digest of the proposed system, required procedures, estimated cost, and required operating personnel by grades and number, be submitted to this office.

3. Tabs A and B are suggested memoranda to the Chief, General Services and the Comptroller.

[redacted]

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2 Attachments:
Tabs A and B.

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DD/A SCW:(6)

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